

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

WP 1600.29

Western-Pacific Region

JAN 7 1994

WESTERN-PACIFIC REGION HEADQUARTERS BUILDING
INTERNAL SECURITY CONTROLS

SUBJ:

1. PURPOSE. This Order establishes a minimum level of security for the facility with respect to requirements in FAA Orders. The implementation of these minimum requirements establishes a baseline of security to minimize the potential of internal/external threats, facilitate the identification of a threat situation, aid in the internal control and positive identification of employees/contractors and visitors.

2. DISTRIBUTION. This Order is distributed to all Western-Pacific Region headquarters building FAA employees, assigned military representatives (AWP-900) and field facility managers.

3. DEFINITIONS.

a. Critical Area. That portion of a facility which is essential to continuity of operations. The partial or complete loss of which would have an immediate and/or serious effect on the capability of the facility.

b. Restricted Area. A protected area established to control access or entry for purposes other than safeguarding classified information. Some examples would be:

- (1) Imprest vault
- (2) Personnel records repositories

c. Closed Area. A protected area established to safeguard classified information.

4. HOURS OF OPERATION. This is a twenty-four hour facility. Normal business hours are 7:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays and administrative leave days. Per Title 41, CFR Subpart 101-20.302, the facility is closed to the public during all non-business hours.

5. PUBLIC ACCESS DURING NORMAL BUSINESS HOURS.

a. All personnel who enter the FAA Western-Pacific regional office building are required to have and visibly display FAA authorized identification badges. Any person who is in the building without a badge will be directed to the west entrance to register with the Contract Security Guard and obtain the required identification badge. The following identification media will be visibly displayed by all FAA employees, assigned military

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representatives, tenants, contractors and student workers who work within the regional office building:

- (1) DOT Form 1681.1.3, FAA Employee Identification
- (2) DOT Form 1681.4, FAA Contractor Identification
- (3) DOT Form 1681.3, Temporary Identification

b. Non-FAA employees and other members of the general public are authorized access into non-Restricted Areas on the first floor. (Cafeteria, Credit Union) during normal business hours. Restricted Areas are posted: "RESTRICTED AREA AUTHORIZED PERSONNEL ONLY." During normal duty hours, Non-FAA employees who must conduct business within the regional office building will be issued a non-picture visitor's badge (FAA Form 1600-50). A valid form of identification shall be required for anyone to receive a visitor's badge. The visitor's identifying data shall be recorded in the visitor's log maintained at the guard desk. The visit shall be verified by the contract security guard, who will phone the office to be visited.

c. FAA employees and visitors must use the east or west entrance door to gain access to the building. Warehouse doors shall be used for warehouse operations only. All other exterior doors shall remain closed and locked. Doors marked "EMERGENCY EXIT ONLY" shall not be used except during emergencies.

6. PUBLIC ACCESS OUTSIDE NORMAL BUSINESS HOURS. Outside normal business hours, the entire Western-Pacific Regional Office Building will be considered a Restricted Area. Non-FAA employees and other members of the general public are not authorized entrance into the building except when sponsored and escorted by a properly badged FAA employee or assigned military representative. The authorized escort is responsible for the visitor's safety and actions while within the building.

7. FIREARMS, WEAPONS AND EXPLOSIVES.

a. **Firearms and Weapons.** Per Title 18, United States Code, Section 930, "No person entering or while on property shall carry or possess firearms or other dangerous or deadly weapons. Except as provided in subsection (c), pertaining to official duties of law enforcement agencies, whoever knowingly possesses or causes to be present any firearm or dangerous weapon in a Federal facility, or attempts to do so, shall be sentenced to imprisonment for not more than one year, or fined in accordance with Title 18 of the United States Code, or both. Whoever knowingly possesses or causes to be present, any firearm or dangerous weapon in a Federal facility, or attempts to do so, with intent that the firearm or dangerous weapon be used in the commission of a crime, shall be sentenced to imprisonment for not

more than five years, or fined in accordance with Title 18 United States Code, or both."

b. Explosives. Per Title 41, CFR Subpart 101-20.313 "No person entering or while on property shall carry or possess explosives, or items intended to be used to fabricate an explosive or incendiary device, either openly or concealed, except for official purposes." Any employee, contractor, or tenant with knowledge of possession by any person(s) for any reason shall report the circumstances to his or her immediate supervisor.

8. INSPECTION OF PURSES, BRIEFCASES, AND PACKAGES. Per Title 41, CFR Subpart 101-20.301, packages, briefcases, and other containers in the immediate possession of visitors, employees, or other persons arriving on, working at, visiting, or departing from Federal property, are subject to INSPECTION by the Contract Security Guard on a random basis. All persons who enter upon federal property are reminded that they must comply with all lawful instructions given by the Contract Security Guard while on federal property. Any problem encountered with any of the contract guards should be immediately referred to the Internal Security Section, AWP-712, X0225 or X1321.

9. REMOVAL OF GOVERNMENT PROPERTY. Any person removing U.S. Government-owned or leased property from the building shall present to the security guard a completed Property Removal Record, DOT Form 1660.2. (Example attached)

10. CONFORMITY WITH SIGNS AND DIRECTIONS. Per Title 41, CFR Subpart 101-20.304, "persons in and on property shall at all times comply with official signs of a prohibitory, regulatory, or directory nature and with the lawful direction of Federal Protective Officers and other authorized individuals." Failure to comply with Restricted Area, Closed Area, Parking and other signs may result in disciplinary action.

11. DELIVERIES. All deliveries shall be made at the loading dock located on the north side of the regional office building, Monday through Friday, during normal business hours. Deliveries shall not be accepted outside normal duty hours, on weekends or holidays. Delivery companies or services shall be instructed not to leave parcels or packages outside.

12. ACCEPTANCE OF MAIL AND PARCEL POST DELIVERIES. Official mail and parcel deliveries may be accepted between the hours of 7:00 a.m. to 4:30 p.m., Monday through Friday. Deliveries shall not be accepted outside normal duty hours. Mail and parcel deliveries may not be left on the sidewalks, patio areas, foyer, or parking lot but only to first floor offices and the regional contract postal center.

13. ACCESS TO RESTRICTED AREAS. As noted above, persons who are not directly employed within a Restricted Area, including FAA employees, may only be authorized access into the area by a person employed in the area. Some Restricted Areas are required to be locked. In this case, only a designated custodian of the area may have access to the key(s).

14. ACCESS TO CLOSED AREAS. Access to a Closed Area is controlled by designated custodian(s) for the area by use of an authorized access list. Only those persons included on the access list may have unescorted access into the area. Cleared persons who are not on the list may be granted access based on their "need-to-know". Uncleared persons may not be included on the access list, or permitted into Closed Areas.

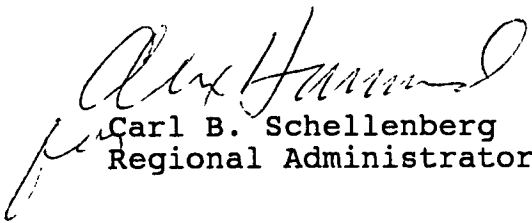
15. ACCESS BY STAY-IN-SCHOOL EMPLOYEES. Office of Personnel Management (OPM) regulations require that persons employed under the Stay-In-School (SIS) program perform only non-sensitive, routine assignments, and that they be closely supervised. SIS employees cannot be granted access to the work place outside normal duty hours; therefore, SIS employees may not be issued keys for access to the building or work areas.

16. AFTER-HOURS SECURITY. Outside normal business hours, only authorized FAA employees and the visitors which they sponsor and escort shall be authorized access into the facility. After hours, security of the building is established and monitored by automatic "key card" reader. It is the responsibility of every employee to ensure that Privacy Act/FOUO information, and other valuable or sensitive items are properly secured. No one is empowered to overlook security requirements or regulations to facilitate access for convenience or expediency. Any person who lacks the necessary devices for access, and is refused by the proper authority, are expected to report difficulties to their supervisor on the next workday immediately following.

17. FAA IDENTIFICATION CARDS AND TAGS. Only current FAA employees are authorized to display as identification, any badge or tag identifying them as being an FAA employee.

18. OPERATIONS SECURITY. This is the denial to potential adversaries, internal and external, the information necessary to formulate a successful plan to disrupt the normal operations conducted within this facility. Normally, the mission of an FAA facility is common knowledge, and often the subject of public education. The technical aspects of how that mission is

accomplished, including critical systems, equipment, assets, and sensitive information should be judiciously protected. Managers and Supervisors shall ensure that all employees are aware of what critical assets and sensitive information requires protection to reduce the risk to employees and operations.



Carl B. Schellenberg
Regional Administrator

Part A—To Be Completed By Each Person Removing Equipment		Date
Name (Typed or printed) _____ Typed or Printed	Description of Equipment (include serial number)	Owner <input type="checkbox"/> DOT <input type="checkbox"/> Personal <input type="checkbox"/> Vendor <input type="checkbox"/> Other (Specify) Return date _____
_____ Signature		
Property Custodian's Name (Printed), Rte. Symb., Telephone No.		Property Custodian's Signature Date

Part B—To Be Completed By DOT Personnel Only				
Organizational Element	Routing Symbol	Phone	Office Building	Room No.

Part C—To Be Completed By Non-DOT Personnel Only			
Employer	Address of Employer	DOT Official and Office Aware of Removal	Phone No.

Part D—To Be Completed By Guard		
Person removing property was— — DOT Employee — Other	If Other—Name of DOT official and office who verified removal	Verified by <input type="checkbox"/> Phone <input type="checkbox"/> In Person

Routing Instructions for Completed Forms		
Guard: Fold original with lower third exposed, staple, and forward to security office. Provide duplicate copy to individual concerned.		
Security Office: Forward to property management office.		
Routing of Completed Copies		
To	Routing Symbol	Organization
1		
2		

Form DOT F 1660.2 (Rev. 5-91)

PROPERTY REMOVAL RECORD

DOT Form 1660.2, Property Removal Record:

In accordance with FAA Order 1600.6, Physical Security Management Program, and in the effort to prevent the loss, waste and abuse of U.S. Government property, the Western-Pacific Regional Administrator has established a system which provides for accountability and control for items of U.S. Government that are removed from the regional office building for official use. The form may be completed at the security guard office where a supply is maintained for that purpose. Instances where, because of the size or number of items involved being removed cause the preceding instructions to prove impractical, please contact the Internal Section (x0225/x0239).